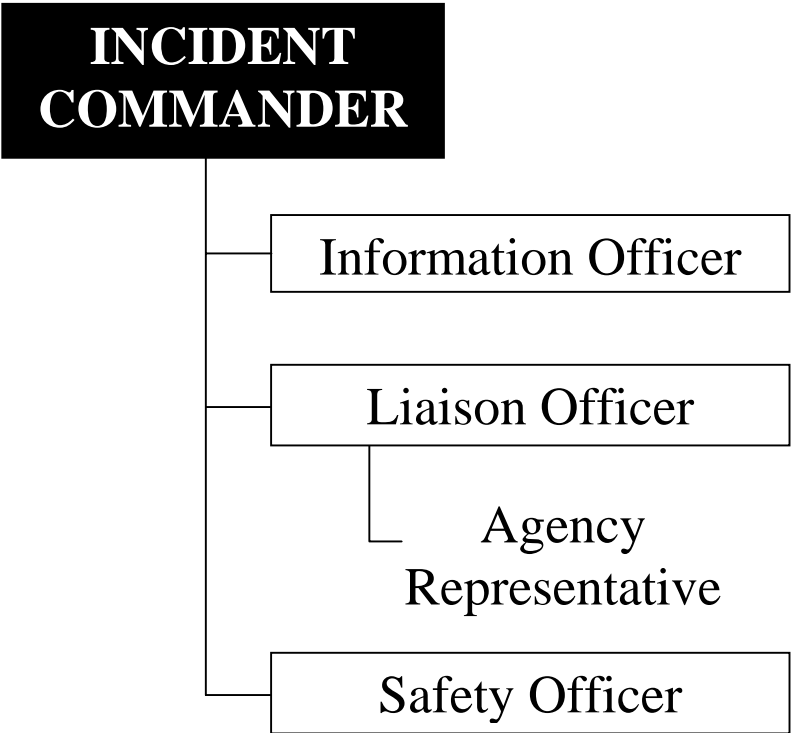


**CHAPTER 7**

**COMMAND STAFF**

**ORGANIZATION CHART**



**POSITION CHECKLISTS**

**INCIDENT COMMANDER** - The IC(s) responsibility is the overall management of the incident. On most incidents, the command activity is carried out by a single IC. The IC is selected by qualifications and experience.

The IC may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time. The major responsibilities of the IC are:

- a. Review Common Responsibilities (Page 2-1).
- b. Assess the situation and/or obtain a briefing from the prior IC.
- c. Determine Incident Objectives and strategy.
- d. Establish the immediate priorities.
- e. Establish an ICP.
- f. Brief Command Staff and Section Chiefs
- g. Review meetings and briefings (Page 3-1).
- h. Establish an appropriate organization.
- i. Ensure planning meetings are scheduled as required.
- j. Approve and authorize the implementation of an IAP.
- k. Ensure that adequate safety measures are in place.
- l. Coordinate activity for all Command and General Staff.
- m. Coordinate with key people and officials.
- n. Approve requests for additional resources or for the release of resources.
- o. Keep agency administrator informed of incident status.
- p. Approve the use of trainees, volunteers, and auxiliary personnel.
- q. Authorize release of information to the news media.
- r. Ensure incident Status Summary (ICS Form 209) is completed and forwarded to appropriate higher authority.
- s. Order the demobilization of the incident when appropriate.

**INFORMATION OFFICER** - The Information Officer (IO) is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

Only one IO will be assigned for each incident, including incidents operating under UC and multi-jurisdiction incidents. The IO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The Joint Information Center (JIC) Manual should be reviewed regarding the organization and duties of the IO.

Agencies have different policies and procedures relative to the handling of public information. The following are the major responsibilities of the IO, which would generally apply on any incident. The major responsibilities of the IO are:

- a. Review Common Responsibilities (Page 2-1).
- b. Determine from the IC if there are any limits on information release.
- c. Develop material for use in media briefings.
- d. Obtain IC approval of media releases.
- e. Inform media and conduct media briefings.
- f. Arrange for tours and other interviews or briefings that may be required.
- g. Obtain media information that may be useful to incident planning.
- h. Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.
- i. Maintain Unit/Activity Log (ICS Form 214).

**LIAISON OFFICER** - Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the LO position on the Command Staff.

Only one LO will be assigned for each incident, including incidents operating under UC and multi-jurisdiction incidents. The LO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The LO Manual should be reviewed regarding the organization and duties of the LO.

The LO is assigned to the incident to be the contact for assisting and/or cooperating Agency Representatives.

- a. Review Common Responsibilities (Page 2-1).
- b. Be a contact point for Agency Representatives.
- c. Maintain a list of assisting and cooperating agencies and Agency Representatives.  
Monitor check-in sheets daily to ensure that all Agency Representatives are identified.
- d. Assist in establishing and coordinating interagency contacts.
- e. Keep agencies supporting the incident aware of incident status.
- f. Monitor incident operations to identify current or potential inter-organizational problems.
- g. Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- h. Coordinate response resource needs for Natural Resource Damage Assessment and Restoration (NRDAR) activities with the OPS during oil and HAZMAT responses.

- i. Coordinate response resource needs for incident investigation activities with the OPS.
- j. Ensure that all required agency forms, reports and documents are completed prior to demobilization.
- k. Have debriefing session with the IC prior to departure.
- l. Maintain Unit/Activity Log (ICS Form 214).
- m. Coordinate activities of visiting dignitaries

**AGENCY REPRESENTATIVE** - In many multi-jurisdiction incidents, an agency or jurisdiction may send a representative who is not on direct tactical assignment, but is there to assist in coordination efforts.

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the LO, or to the IC in the absence of a LO. The major responsibilities of the Agency Representatives are:

- a. Review Common Responsibilities (Page 2-1).
- b. Ensure that all agency resources are properly checked-in at the incident.
- c. Obtain briefing from the LO or IC.
- d. Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- e. Attend briefings and planning meetings as required.

- f. Provide input on the use of agency resources unless resource Technical Specialists are assigned from the agency.
- g. Cooperate fully with the IC and the General Staff on agency involvement at the incident.
- h. Ensure the well-being of agency personnel assigned to the incident.
- i. Advise the LO of any special agency needs or requirements.
- j. Report to home agency dispatch or headquarters on a pre-arranged schedule.
- k. Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- l. Ensure that all required agency forms, reports and documents are completed prior to demobilization.
- m. Have a debriefing session with the LO or IC before demobilization.
- n. Maintain Unit/Activity Log (ICS Form 214).

**SAFETY OFFICER** - The Safety Officer's (SO) function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. Only one SO will be assigned for each incident.

The SO may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities, such as air operations, hazardous materials, etc. The major responsibilities of the Safety Officer are:

- a. Review Common Responsibilities (Page 2-1).

- b. Participate in planning meetings.
- c. Identify hazardous situations associated with the incident.
- d. Review the IAP for safety implications.
- e. Exercise emergency authority to stop and prevent unsafe acts.
- f. Investigate accidents that have occurred within the incident area.
- g. Assign assistants, as needed.
- h. Review and approve the medical plan.
- i. Develop the Site Safety Plan and publish Site Safety Plan summary (ICS Form 208) as required.
- j. Maintain Unit/Activity Log (ICS Form 214).